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# PURCHASING USER MANUAL

## THE PO STATUS SCREEN

### INTRODUCTION

The PO Status screen displays purchase orders that have been saved in the application and allows you to find purchase orders by several criteria. NOTE: A purchase order could have several line items each with a different status, so an individual line item status may not be reflected in the overall purchase order status.

Figure 1 - PO Status screen

The screenshot shows the PO Status screen with the following elements:

- Navigation tabs: PO Status (selected), Req Status, Requisition, Assign, PO, Reports.
- Search filters: PO #, Req #, Status (All Purchase Orders), Request Date Range (All Purchase Orders), Departments (~My Departments~).
- Buttons: Find, Reset.
- Table of purchase orders:

PO #	Required by Vendor	Status
<a href="#">Edit</a>	BEST BUY STORES LP	In Purchasing
<a href="#">Edit</a>	BEST BUY STORES LP	In Purchasing
<a href="#">Select</a> 009LAND	LAND TITLE & ESCROW INC	All items received
<a href="#">Select</a> 009TV	BEST BUY STORES LP	Some items received
<a href="#">Order</a> 080001	WHICO FOODS	Approved
<a href="#">Select</a> 6235-Sx	OPTICAL SURVEILLANCE SYSTEMS INC	All items ordered
<a href="#">Edit</a> 70000	COMPUTER SUPPLIES INC	All items cancelled
<a href="#">Select</a> 95688	RADIO SHACK INC	Items missing

### PURCHASE ORDERS DISPLAYED

The PO Status screen displays a list of purchase orders organized by column headers to show the following information:

- **PO #.** The purchase order number (if the purchase order has been marked as ordered).
  - **Required By.** The Required Delivery date (if entered on the purchase order).
  - **Vendor.** The vendor name (if one was entered).
  - **Status.** The status of the purchase order.
1. To sort the list, click a column header to sort by. For example, click **Status** to sort by the status in alphabetical order.
  2. To open a purchase order, click the **Select**, **Edit**, or **Approve**, link next to it to complete the process as indicated in the **Status** column.

Figure 2 - Open a purchase order

The screenshot shows the 'PO Status' screen with the following search criteria:

- PO #: [ ]
- Req #: [ ]
- Status: All Purchase Orders
- Request Date Range: All Purchase Orders to [ ]
- My Purchase Orders: ☐
- Departments: ~My Departments~

Buttons: Find, Reset

PO #	Required by Vendor	Status
<a href="#">Edit</a>	BEST BUY STORES LP	<a href="#">In Purchasing</a>
<a href="#">Edit</a>		In Purchasing
<a href="#">Select</a>	009LAND LAND TITLE & ESCROW INC	All Items received
<a href="#">Select</a>	009TV 04/28/2008 BEST BUY STORES LP	Some Items received
<a href="#">Order</a>	000001 WINCO FOODS	Approved

## TO SEARCH FOR PURCHASE ORDERS

- The first section of the PO Status screen contains search criteria to find purchase orders. Select from the following:
  - PO #.** The purchase order number
  - Req #.** The requisition number
  - Status.** The status of the purchase order. Select a status from the drop-down menu. (The status **Active or recently received** is for the last seven days.)
  - Request Date Range.** The date the purchase order was created. To use this search criterion, select **All Purchase Orders** from the **Status** drop-down menu. Select a pre-defined date range or enter the date range.
  - My Purchase Orders** – show purchase orders that only you have created.
  - Departments.** The purchase order department (if used by your agency). Select a department from the drop-down menu.
- Click **Find**.
- If desired, click **Reset** to reset the search criteria to default settings and then click **Find**.